TO: DISTRICT MANAGERS
HOSPITAL MANAGERS
COMMUNITY HEALTH CENTRE MANAGERS
HEADS OF INSTITUTIONS
HEAD OFFICE MANAGERS
ALL EMPLOYEES
COMMUNITY MEMBERS

VACANCIES IN THE DEPARTMENT OF HEALTH: NGWELEZANA HOSPITAL

CIRCULAR MINUTE No. NGWE HOSP 20/2019

The contents of this Circular Minute must be brought to the notice of all eligible employees on the establishment of all Institutions. It must be ensured that all employees who meet the requirements of the post/s are made aware of this circular minute even if they are absent from their normal places of work.

DIRECTIONS TO CANDIDATES:-

1. The following documents must be submitted:-
   (a) Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website - www.kznhealth.gov.za must accurately completed and signed. Reference Number must be indicated in the column provided on the form Z.83.
   (b) Comprehensive Curriculum Vitae, certified copies of identity document, educational qualifications and professional registration certificates - not copies of certified copies.

2. Persons with disabilities should feel free to apply for the post.

3. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful.

4. Applicants in possession of a foreign qualification must attach an evaluation/verification certificate from the South African Qualifications Authority (SAQA) or other regulating bodies to their applications. Non- RSA Citizens/Permanent Resident/ Work Permit holders must submit a documentary proof together with their applications.

5. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply.

6. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department.

7. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience verifications

8. Failure to comply with the above instructions will results to your application being disqualified

Closing date for all applications is 30 October 2019

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HOSPITAL CEO
NGWELEZANA HOSPITAL
JOB TITLE: MEDICAL OFFICER GRADE 1 or 2 or 3

INSTITUTION: NGWELEZANA HOSPITAL

COMPONENT: EMERGENCY MEDICINE

REFERENCE NO.: NGWE 72/2019

SALARY:
- GRADE 1: R821 205.00 All inclusive salary packages consist of 70% basics
- GRADE 2: R938 964.00
- GRADE 3: R1 089 693.00

ALLOWANCES:
- 18% RURAL ALLOWANCE
- COMMUTED OVERTIME (Determined by service delivery needs)

MINIMUM REQUIREMENTS FOR THIS POST:

GRADE 1
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Current registration with the HPCSA as a Medical Practitioner
- Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies

GRADE 2
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Current registration with the HPCSA as a Medical Practitioner
- Minimum of 5 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service
- Minimum of 6 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service
- Attach proof of working experience endorsed by Human Resource Department/ Employer
- Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies

GRADE 3
- An appropriate qualification that allow registration with HPCSA as a Medical Practitioner
- Current registration with the HPCSA as a Medical Practitioner
- Minimum of 10 years relevant experience after registration with HPCSA in respect of South African qualified employees who performed Community Service
- Minimum of 11 years relevant experience after registration with HPCSA in respect of Foreign Qualified employees whom they are not required to performed Community Service
- Attach proof of working experience endorsed by Human Resource Department/ Employer
- Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:
- Broad medical, surgical, paediatric and O&G knowledge and sound clinical skills
- Current BLS and ATLS/ACLS/PALS/APLS certification recommended
- Knowledge of health care system and medical ethics
- Knowledge of relevant acts, policies and regulations of the department of health
- Excellent human, communication and leadership skills
- Awareness of cross-cultural differences
- Concern for excellence

KEY PERFORMANCE AREAS:
- Provision of quality patient centred care for all patients
- Examine, investigate, diagnose and oversee the treatment of patients in the emergency department
• Provision of after-hours services to care for emergencies presenting to the institution.
• Training and supervision of undergraduate and/or post graduate medical students
• Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings
• Render applicable administration functions
• Attend to meetings, workshops and training courses as directed by the Head of Department
• Perform other duties as assigned by the supervisor
• Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning

CLOSING DATE : 30 OCTOBER 2019

ENQUIRIES : DR S.R. GARACH TEL NO.: 082 495 0135
JOB TITLE : CLINICAL NURSE PRACTIONER GRADE 1 OR GRADE 2
INSTITUTION : NGWELEZANA HOSPITAL
COMPONENT : PHC: SCHOOLHEALTH/OUTREACH
REFERENCE NO. : NGWE 73/2019
SALARY : GRADE 1: R 383 226.00 – R 444 276.00
          GRADE 2: R 471 333.00 – R 579 696.00
ALLOWANCES : 8% RURAL ALLOWANCE

MINIMUM REQUIREMENTS FOR THESE POSTS:

GRADE 1:
- Diploma / Degree in General Nursing
- 1 year post basic qualification in Primary Health Care Nursing / Advance Midwifery
- Registration with the SANC as a Professional Nurse
- A minimum of 4 years appropriate or recognizable experience in nursing after registration as
- Professional Nurse with the SANC in General Nursing
- Attach proof of working experience endorsed by Human Resource Department/ Employer

GRADE 2:
- Diploma / Degree in General Nursing
- A 1 year post basic qualification in Primary Health Care Nursing / Advance Midwifery
- A minimum of 14 years appropriate or recognizable experience in nursing after registration as
- Professional Nurse with the SANC in General Nursing
- At least 10 years of the period referred above must be appropriate/recognizable experience in
- Primary Health Care / Maternity after obtaining post basic qualification in Primary Health Care /
- Advance Midwifery.
- Attach proof of working experience endorsed by Human Resource Department

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:
- Appropriate Specialist procedures and protocols within field of expertise
- Understanding of basic HR matters including Labour Relations
- Control of budget, monitoring expenditure and project management
- Knowledge of legislative prescripts governing the public service
- Assessment, diagnosis and management of patient within the field of expertise
- Managerial and financial management skills
- Computer skills
- Problem solving and project management
- Concerns of excellence, Courtesy and Interpersonal skills
- Stress tolerance skills and innovation and drive
- Awareness of cross-cultural differences
**KEY PERFORMANCE AREAS:**

- Co-ordinate optimal holistic specialized primary health nursing care to patients as member of the Multidisciplinary team
- Maintain accreditation standards by ensuring compliance with National Norms and Standards
- Planning and organizing own work and that of support personnel to ensure proper nursing care
- Ensure that the clinic complies with Infection Prevention and Control as well as Occupational Health and Safety policies
- Strengthen ethics and professionalism
- Work effectively, co-operatively and amicably with persons of diverse intellectual, cultural, racial or religious differences
- Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient’s needs and expectations according to Batho Pele Principles.
- Provide safe and therapeutic environment for patients, staff and public.
- Ensure optimal utilisation of human and material resources
- Participate in staff development using EPMDS System and other work related programmes and training
- Work extended hours or on call system when required
- Coordinate school health activities as indicated in school health policy.
- Planning of campaigns and awareness’s according to identified school needs.
- Ensure implementation of DHMIS policy and SOP

**CLOSING DATE** : 30 OCTOBER 2019

**ENQUIRIES** : MRS B.J KUBHEKA TEL NO.:035 901 7224
All applications to be forwarded to:

THE CHIEF EXECUTIVE OFFICER
ATTENTION: HUMAN RESOURCE DEPARTMENT
NGWELEZANA HOSPITAL
PRIVATE BAG X20021
EMPANGENI
3880

ATTENTION: HUMAN RESOURCE DEPARTMENT

OR

Hand delivered to:

HUMAN RESOURCE DEPARTMENT
1ST FLOOR ADMIN BLOCK
NGWELEZANA HOSPITAL

NB: - Please note that due to a large number of applications received, applications will not be acknowledged, however, successful applicants will be advised of the outcome of their application.